

Professional and Managerial Branch  
Water Utilities Administration Group  
Professional Engineer Series

**ENVIRONMENTAL COMPLIANCE MANAGER**

6/03 (AM)

**General Purpose**

Under general direction, manage and coordinate environmental compliance division operations through subordinate supervisors and promote Utility wide compliance with environmental regulations and laws.

**Typical Duties**

Plan, develop, organize and integrate environmental compliance activities. Involves: Prepare industrial pretreatment, reclaimed water, biosolids and similar program goals, objectives and budgets. Study and identify environmental needs and devise facility compliance, environmental permitting, or similar strategies. Ensure approved analytical protocols and techniques are followed. Assist in preparing regulatory submittals for discharge permits, discharge violations, permit administrative orders or new permit requirements. Monitor industrial wastewater discharge compliance and represent utility in enforcement actions. Direct completion of environmental information requests and providing guidance to operating divisions in meeting reporting requirements. Present information to the public, businesses or regulatory representatives on Utility's environmental performance or strategies.

Supervise designated supervisory and nonsupervisory engineering, technical, administrative and clerical personnel. Involves: Schedule work to expedite flow and balance loads. Assign duties, and issue written and oral instructions. Check work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance. Guide subordinates to overcome difficulties encountered, correct errors and rectify complaints. Appraise performance of direct reports and review employee ratings by subordinate supervisors. Coach to motivate competency improvement and career advancement. Arrange for or conduct internal orientation, job training and employee development activities. Enforce personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards. Maintain harmony among employees, and resolve grievances. Participate in interviewing and hiring applicants. Recommend employee commendation, pay adjustment, transfer, discipline and termination and staffing level changes and job designs.

Perform required miscellaneous professional and managerial duties that contribute to the realization of organizational goals and objectives. Involves: Substitute, as qualified, for supervisor, coworkers or subordinates during temporary absences by performing specifically delegated functions sufficient to maintain continuity of normal operations. Serve on ad hoc committees and engage in special projects as assigned. Participate in professional meetings, conferences and training seminars to stay abreast of changes and trends in environmental compliance practices. Prepare special and recurring status results reports, and maintain related activity records.

**Knowledge, Abilities and Skills**

- Comprehensive knowledge of water or wastewater treatment methods, practices and procedures.
- Comprehensive knowledge of Environmental Protection Agency (EPA) water and sewage treatment and quality control standards and requirements.
- Comprehensive knowledge of administrative and managerial practices and procedures.
- Comprehensive knowledge of safe working practices and procedures.
- Ability to train and supervise assigned personnel.
- Ability to read and comprehend common technical, financial and legal documents.
- Ability to apply established mathematical and statistical techniques to analyze data in practical situations.
- Ability to define problems dealing with several abstract and concrete variables.
- Ability to collect and interpret an extensive variety of technical data and instruction.
- Ability to draw valid conclusions and initiate action.
- Ability to recommend, initiate and direct ongoing utility environmental projects.
- Ability to establish and maintain effective working relationships with City officials, consultants, utilities, other agencies, civic organizations and the public using diplomacy in complicated situations involving common engineering and management issues such as when responding to inquires or complaints, enforcing industrial

pretreatment standards or federal and state environmental rules and regulations.

- Ability to express oneself clearly and concisely, orally and in writing, to analyze and persuasively explain complex technical and regulatory standard practices in reports, correspondence, speeches and discussions.
- Ability to maintain files and prepare reports.
- Skill in safe operation and care of a personal computer or network workstation, including generic and specialized software.
- Skill in safe operation and care of a motor vehicle.

**Other Job Characteristics**

- Occasional work in a field environment which includes traversing uneven terrain
- Occasional exposure to adverse weather conditions.
- Occasional driving of a motor vehicle through City traffic.

**Minimum Qualifications**

Training and Experience: Equivalent to a combination of an accredited Bachelor's Degree in Environmental, Sanitary, Chemical, or Civil Engineering, Environmental Science, Chemistry or closely related field, plus eight (8) years of progressively responsible professional water or wastewater experience including four (4) years in a supervisory capacity and four (4) years of development, compliance or enforcement of water or wastewater State and Federal environmental regulations.

Licenses and Certificates: Registration as a Professional Engineer in the State of Texas, or equivalent issued by another state and obtain Texas registration within one (1) year of date of appointment. Texas Class "C" Driver's License or equivalent issued by another state.

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Human Resources Director

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Department Head